

Timperley DofE Award Safeguarding and Child Protection Policy

1. Introduction

- 1.1. The Timperley DofE Award Centre is committed to ensuring the safety and well-being of all participants, especially children and vulnerable adults. This Safeguarding Policy outlines our commitment to protect everyone from harm, abuse, neglect, and exploitation.

2. Scope

- 2.1. This policy applies to all staff, volunteers, trustees, and anyone working on behalf of the Timperley DofE Award Centre.

3. Policy Statement

- 3.1. The Timperley DofE Award Centre acknowledges the duty of care to Safeguard, protect and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and The Charity Commission requirements.
- 3.2. This includes:
- The Children Act 1989 and 2004
 - The Safeguarding Vulnerable Groups Act 2006
 - The Protection of Freedoms Act 2012
 - The Care Act 2014
 - Relevant government guidance on safeguarding children and vulnerable adults.
- 3.3. This policy:
- Applies to all adults including the Board of Trustees, volunteers, paid staff, agency staff, participants and anyone working on behalf of Timperley DofE Award Centre;
 - Recognises that the welfare and interests of children and young people are paramount in all circumstances; and
 - Aims to ensure that all children and young people, especially young people, who are involved with Child Protection Issues regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, who can be particularly vulnerable to abuse are protected by Timperley DofE Award Centre who will act responsibly and take

reasonable and appropriate steps to ensure their welfare along with affording them the right to equal protection from all types of harm or abuse all whilst enjoying a positive experience when participating in a safe and child centred environment.

3.4. The Timperley DofE Award Centre will:

- Promote and prioritise the safety and wellbeing of children and young people. Working in partnership with other agencies is essential in promoting young people's welfare whilst recognising confidentiality and information sharing
- Ensure that everyone is clear about their roles and responsibilities in respect of safeguarding and is provided with appropriate mandatory learning opportunities to recognise, identify and respond to signs of abuse, neglect, harm, exploitation and other safeguarding concerns relating to children and young people.
- This includes incidences deemed to be low level concerns which do not meet the harm threshold
- Low level concerns which need to be addressed are behaviour which is not consistent with the standards and values of an organisation, and which does not meet the organisational expectations encapsulated in the Code of Conduct. Such behaviour can exist on a wide spectrum – from the inadvertent or thoughtless, through to that which is ultimately intended to enable abuse.
- All staff including volunteers need to be informed about and be able to identify concerning, problematic or inappropriate behaviour and understand the importance of sharing concerns when they observe behaviour which violates the Codes of Conduct.
- Provide all children and young people on joining the organisation with information for themselves and their parents or carers covering Timperley DofE Award Centre safeguarding arrangements;
- Ensure that trustees, staff and volunteers take seriously all concerns and allegations of abuse and respond appropriately by reporting to the Designated Safeguarding Officer as detailed below
- All concerns including low level concerns which do not meet the harm threshold should be reported as detailed below
- Securely maintain and store confidential, detailed and accurate records of all safeguarding concerns;
- Prevent the use of unsuitable individuals through the robust use of Disclosure and Barring arrangements, and the application of best practice in the safe recruitment of staff and volunteers working with children and young people.
- Ensure that robust safeguarding arrangements and procedures are in operation;
- Address without delay any failure to comply with this policy.

3.5. The Designated Safeguarding Officer is responsible for ensuring that all safeguarding concerns, including low-level concerns reported by staff or volunteers, are appropriately recorded and actioned with any necessary referrals as required.

- 3.6. It is the collective responsibility of all staff including volunteers to ensure Safeguarding is paramount within the organisation and to follow the policy and reporting procedures

4. Reporting

- 4.1. If you are concerned about a young person and think they are at risk, take the following action
- Refer to the Designated Safeguarding Officer and Centre Manager who will then activate the procedures. They will refer to D of E HQ Safeguarding Officer
 - If someone is immediate danger dial 999 or 101
 - Contact Trafford Children's First Response tel: 912-5125 (8:30-4:40pm) tel: 912-2020 (out of hours Emergency Duty Team, EDT) email: firstresponse@trafford.gov.uk
 - Keep a log of all details shared and ensure that the Designated safeguarding person has these. Remember to allow the person to talk without interruption, advise that you will have to share the information whilst offering support, ensure no further information arises and provide access to an independent adult
 - If appropriate inform Parents / Carers
 - A local Authority Contact List is Appendix 1 below
- 4.2. **Notification Process** - Please complete the [Timperley DofE Incident Report form](#)
- 4.3. For Allegations against staff, volunteers and leaders contact
- Local Authority Designated Officer (LADO) Anita Hopkins
 - First Response and ask for the LADO 0161 912 5125 (Mon to Fri 8:30 - 16:30) OR
 - 0161 912 2020 (Out of hours, Emergency Duty Team)
 - email firstresponse@trafford.gov.uk tel: 0161 912 5024
 - email anita.hopkins@trafford.gov.uk email LADO@trafford.gov.uk
- 4.4. To make a referral we must complete the [LADO referral form](#) but queries and consultation with LADO go through the above process.

5. Monitoring

- 5.1. This policy will be reviewed regularly and revisions recommended to the Board of Trustees. This policy may also be reviewed in the following circumstances:
- Changes in legislation or government guidance;
 - In the light of learning identified by a Local Safeguarding Children Board;
 - As required by the Charity Commission; and as a result of any other significant change or event.

6. Responsibilities

- 6.1. All adults aged 18 or over within Timperley DofE Award Centre are responsible for the operation of the Safeguarding and Child Protection Policy.
- 6.2. It is the responsibility of all adults to ensure that:
- Their behaviour is appropriate at all times and anything untoward is reported in line with policy;
 - They observe the rules established for the safety and security of young people;
 - They follow the procedures following suspicion, disclosure or allegation of child abuse including low level concerns;
 - They recognise the position of trust in which they have been placed;
 - In every respect, the relationships they form with the young people under their care are appropriate. Remember that their actions, remarks and gestures can be misinterpreted no matter how well intentioned
 - At least one other person is present when working with young people or at least within sight or hearing of others. Do not give a lift to a participant alone unless it is an emergency
 - Separate sleeping accommodation is provided for DofE Leaders and participants during expeditions and residential activities
 - They provide access to a suitable adult for participants to talk through any concerns they may have
 - They encourage participants to feel comfortable enough to point out attitudes or behaviours they do not like
 - They recognise that caution is required when dealing with bullying, bereavement, abuse and other sensitive issues
 - They save all electronic communication with young people in line with General Data Protection Regulation (GDPR) or, if a safeguarding or child protection issue is involved, until such as the issue has been fully resolved.
 - They do not permit/abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying, cyberbullying, sexting, harassment, etc.)
 - They do not have any inappropriate physical, verbal or electronic/online contact with others
 - They do not jump to conclusions about others or show favouritism
 - They do not allow themselves to be drawn into reacting to inappropriate attention seeking behaviour such as tantrums or crushes
 - They do not exaggerate or trivialise harassment or child abuse issues
 - They are not impaired by substance use (whether alcohol or prescribed or illegal drugs) or by emotional issues
 - They do not Smoke/Vape near the participants.

- 6.3. The centre management including trustees, Centre Manager, Designated Safeguarding Officer, leaders and relevant parties must be satisfied that all those whom they appoint are:
- Appropriate persons to carry out the responsibilities of the appointment.
 - They must ensure that leaders, volunteers and relevant parties demonstrate an understanding of and a commitment to the principles and procedures supporting the Timperley DofE Award Centre Safeguarding and Child Protection Policy.
 - Provide a detailed application and two recent references upon appointment which are verified by the Centre Manager
 - Maintain a current valid disclosure (renewed every 3 years)
 - Complete Certificated Safeguarding training and renew every 3 years to ensure they remain aware of their duties and responsibilities
 - Where required have appropriate first aid training
 - All staff to be supported as required by Centre Manager and Safeguarding Officer as required
- 6.4. Definitions of Abuse
- Abuse is a term used to describe the ways in which Children and Young People may be harmed by others. The four recognised types of abuse are (with examples);
 - **Physical** – intentional harm, hitting, slapping, kicking, shaking, poisoning, burning, drowning
 - **Neglect** – denied food, education, nurture, stimulation, medication
 - **Sexual** – sexual touching, sexual activity, making a child perform acts on another (inc. none contact)
 - **Emotional** – Humiliating, criticising, threatening, blaming, gaslighting, ignoring, not showing emotion.
 - Though not included in the 4 main categories of abuse; others to consider are:
 - **Fabricated or Induced illness** – when a parent or carer exaggerates or deliberately causes symptoms of illness in the child. The parent or carer tries to convince doctors that the child is ill, or that their condition is worse than it really is.
 - **Female Genital Mutilation** – a rare form of abuse affecting some communities more than others (such as some African and Asian cultures). Usually involving young girls being taken to their (or their parents’) home country to have their genitals damaged in a number of ways. Often this results in urinary, ante-natal or other issues in later life. It has no basis in religion.
 - **Domestic Violence** – children are now considered victims of domestic violence in their own right (Domestic Abuse Act 2022) even if not physically harmed. The long term affects of parental domestic abuse can be significant on children

- **Criminal or sexual exploitation** – Young People tricked or coerced into selling drugs or other commodities or exploited sexually for money
- **Cyber Bullying** – cyberbullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages or uses online forums (including social media) with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.
- **Forced Marriage** – children married, sometimes before the legal age in the UK to someone of their parent/carer's choosing and against their will.
- **Radicalisation** – the process whereby someone influences a Child or Young Person to an extremist ideology with terrorist or violent intent. Extreme or radical opinions are allowed but if accompanied with violent intentions or actions it should be reported to police or Safeguarding agencies. Abuse can happen inside and outside the home, but wherever it happens, everyone has a responsibility to act to protect the Child from harm. Abuse results in harm to Young People's physical, mental or emotional health and/or development. It can be committed by an adult or another Child or Young Person and be by intentional act or a failure to act.
- **Online Harm** - The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:
 - Content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
 - Contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes'.
 - Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and nonconsensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
 - Commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams. This would be reported to the Anti-Phishing working group if we felt young people were at risk

- 6.5. In cases where there is an allegation or suspicion of child abuse the Safeguarding reporting procedures should be adopted by reporting to the Designated Safeguarding Officer and / or Centre Manager who will take immediate steps to ensure that no situation arises which could cause further concern and that no adult or youth person is placed in a position which could cause further compromise.
- 6.6. All participants with Child Protection Issues will be supported and follow up action will be taken by the Safeguarding Officer and Centre Manager
- 6.7. All leaders, staff and volunteers can contact the Safeguarding Officer for support following complaints and following an incident or allegation of abuse

7. Confidentiality and Information Sharing

- 7.1. Safeguarding children and vulnerable adults is of paramount importance. Information will be shared on a need-to-know basis in accordance with the principles of the Data Protection Act 2018 and General Data Protection Regulation (GDPR).
- 7.2. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and vulnerable adults.

8. Review

- 8.1. This policy will be reviewed regularly and amended as necessary to reflect any changes to legislation or guidance.
- 8.2. If you have difficulties understanding this policy please contact the Safeguarding Officer who will assist

9. Contact Information

- 9.1. For any inquiries regarding data protection, please contact:
 - Safeguarding Officer: Caroline Royle
 - Email: caroline.royle@dofetimperley.org.uk

 - Centre Manager: Emma Deighton-Brown
 - Email: emma.db@dofetimperley.org.uk

10. Policy Effective Date

- 10.1. This policy is effective as of 1st January 2026.
- 10.2. This policy was amended 1st January 2026

The **Timperley DofE Award Centre Safeguarding and Child Protection Policy** has been approved by Trustees of the Centre.

Appendix A: Safeguarding Contacts and Reporting Pathways

What to do if you have a safeguarding concern

1. **Report immediately** to the Designated Safeguarding Lead (DSL)
2. If the DSL is unavailable, contact the **Centre Manager** or **Chair of Trustees**
3. If a child is in **immediate danger**, call **999**
4. You may also contact the **Local Authority First Response Team directly**

Internal Contacts (Timperley DofE Award Centre)

- **Designated Safeguarding Lead (DSL):** Caroline Royle, caroline.royle@dofetimperley.org.uk
- **Centre Manager:** Emma Deighton Brown, emma.db@dofetimperley.org.uk
- **Chair of Trustees:** Ben Morgan, ben.morgan@dofetimperley.org.uk

Primary Local Authority (Trafford)

Trafford Children's First Response

Ground Floor, Trafford Town Hall, Talbot Road, Stretford, M32 0TH

- **Tel (office hours):** 0161 912 5125 (8:30am – 4:40pm)
- **Tel (out of hours – Emergency Duty Team):** 0161 912 2020
- **Email:** firstresponse@trafford.gov.uk

Other Local Authority Contacts

(Use if the child resides outside Trafford)

Manchester Children's Services

- **Tel:** 0161 234 5001
- **Fax:** 0161 255 8266
- **Email:** mcsreply@manchester.gov.uk

Stockport Children's Services (MASSH)

- **Tel (Mon–Thu 8:30–5 / Fri 8:30–4:30):** 0161 217 6028
- **Out of hours:** 0161 718 2118

Oldham Children's Services

Level 9, Civic Centre, Oldham, OL1 1UT

- **Tel:** 0161 770 7777
- **Fax:** 0161 770 1576
- **Email:** child.mash@oldham.gov.uk

Rochdale Children's Services

Children's Social Care

Floor 4, Number One Riverside, Smith Street, Rochdale, OL16 1XU

- **Tel:** 0300 303 0440
- **Email:** social.services@rochdale.gov.uk

Salford Children's Services

Salford Safeguarding Children Board

Sutherland House, 303 Chorley Road, Swinton, M27 6AY

- **Tel:** 0161 603 4322

Bury Children's Services (MASH)

- **Tel:** 0161 253 5678

Tameside Children's Services (MASH)

- **Tel (office hours):** 0161 342 4101
- **Out of hours:** 0161 342 2222
- **Adult services:** 0161 922 4888
- **Website:** <https://www.tameside.gov.uk/childabuse>

Cheshire West and Chester Safeguarding Partnership

- **Tel (Mon–Thu 8:30–5 / Fri 8:30–4:30):** 0300 123 7047
- **Out of hours:** 01244 977 277
- **Website:** <https://www.cheshirewestandchester.gov.uk>

Cheshire East Consultation Service (ChECS)

- **Tel:** 0300 123 5012 (Option 3)
- **Website:** <https://www.cheshireeast.gov.uk>
- **Emergency Social Worker Contacts:**
 - 07784 492174
 - 07814 369297
 - 07966 305353

Warrington Children's Services (MASH)

- **Tel (office hours):** 01925 443322
- **Out of hours:** 01925 444400

Police

- **Cheshire Police:** 0845 458 0000
- **Emergency:** 999